Corps Network Education Award Program
Member File Checklist

Purpose: This checklist serves as the guide for maintaining AmeriCorps member files. The documentation in each file must be reviewed against the items on the checklist.

Instructions: Fill in the *member name, site, term of service, program year, completed by*, and *date completed* sections of the first table. For each item listed under "Member File Documentation," check that the document has the necessary components, and record findings in the "Yes," "No," or "N/A" column as appropriate. All documents are required unless noted otherwise with an asterisk* and the words "as applicable."

Some member docs (i.e. W-4, background checks, etc.) may be kept in a locked office if necessary – note it on this list. While you may add other documents to this list, you may not remove any items. You can obtain the Member ID when initially enrolling the corpsmember in the eGrants portal.

Due to confidential information contained in the forms, these files MUST be kept in a locked, secure area at all times.

Member Name:	Site:
Member Start Date:	Member End Date:
Enrollment Type: **450** **900**	Program Year:
Birth Date:	Age at Enrollment:
Member ID:	Completed by:

Member File Documentation	Yes	No	N/A	Comments
1. Corps Application	✓			Kept in central secure repository.
2. Determination of Economic Status Form (for O12/O15) ☐ Form is signed and dated by Corpsmember For a corpsmember to be considered BOTH Unemployed and Economically Disadvantaged PRIOR to joining the CCC, Corpsmember must have marked "Yes" for Question 1 and "Yes" to at least one box for Questions 2a-e. Was CM **BOTH** Unemployed **and** Economically Disadvantaged? Yes _____ No _____ If yes, you must track this member separately.				
3. Member Enrollment Form signed/dated on or before start date (entered and approved in eGrants within 30 days) ☐ Was the member enrolled in My AmeriCorps Portal within 30 days? **Required** ☐ If no, _____ days and Why:_____ ☐ Have you indicated the member's economically disadvantaged and unemployed status prior to enrolling in the CCC? You should have a way of differentiating member files based on this status. We recommend color coding the files or labels to keep all the economically disadvantaged or previously unemployed member files separate for tracking				
4. Member Service Agreement (must include: Member Signature and Date – before commencement of service)				
5. At least 17 yrs old at start of service or a 16 yr old "out-of-school" youth (must provide proof of drop out status from school district - keep in file)	✓			All CCC corpsmembers must be at least 18 years of age.
6. Documentation of citizenship/naturalization/resident alien status. (Verified in eGrants when enrolled) Primary documentation of status as a US citizen or national. One of the following forms of documentation is acceptable. **An "Abstract of Birth (or Live Birth) is NOT an acceptable document for this category.** *(Check the item on file):* ☐ A birth certificate plus Photo ID showing that the individual was born in the one of the 50 states, the District of Columbia, Puerto Rico, Guam, the US Virgin Islands, American Samoa, or the Northern Mariana Islands ☐ A United States passport (unexpired) ☐ A report of birth abroad of a US Citizen (FS-240) issued by the State Department ☐ A certificate of birth-foreign service (FS-545) issued by the State Department				

Member File Documentation	Yes	No	N/A	Comments
☐ A certificate of naturalization (Form N-550 or N-570) issued by the INS, plus Photo ID ☐ A certificate of citizenship (Form N-560 or N-561) issued by the INS, plus photo ID **-OR-** Primary documentation of status as a lawful permanent resident of the US. One of the following forms of documentation is acceptable. *(Check the item on file):* ☐ Permanent resident card, INS form I-551 ☐ Alien Registration Receipt Card, INS form I-551 ☐ A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. Note: Foreign passport with temporary I-551 stamp okay but follow-up check for actual I-551 when received (check expiration date on stamp) ☐ A departure record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. ☐ Application for Replacement Alien Registration Receipt Card I-90. Check that application is for alien registration receipt card and not some other temporary or conditional status - follow-up check necessary for actual I-551 when receive **-IF-** ☐ If one of the ten types of documentation listed above is not present, has the program obtained written approval from the Corporation that other documentation is sufficient to demonstrate the individual's status as US citizen, US national, or lawful permanent resident alien?				
7. **Copy of Social Security Card** (Verified in eGrants when enrolled)* ☐ Verify Identity and ==enlarge== copy				
8. **Copy of Government ID** (e.g. Passport, Driver's License, Military ID, etc.) ☐ Verify Identity and ==enlarge== copy				
9. **Criminal History Check Consent & Disclosure Form** received to conduct criminal history checks & verification of applicant's understanding that selection is contingent upon review of criminal history *				
10. **National Sex Offender Public Registry check** ☐ Must be printed out with a computer generated date stamp BEFORE member begins service. All 50 states and territories should have been available. Further NSOPR direction on the Criminal History Check Documentation Form. ==MUST KEEP Print Out Results in Member File==				
11. **State repository search and FBI check** conducted and proof process was initiated on or before enrollment date. Results kept in secure location. ☐ State Criminal History check (Certifying signatures and dates) – **Do NOT Keep Actual Results in File** ☐ FBI Check (Certifying signatures and dates) – **Do NOT Keep Actual Results in Member File**				
12. Proof that the results of the check were considered in member selection	✓			Included in Authorization to Check Criminal Record form
13. **High School Education documentation** must contain the following: ☐ Evidence member has earned a diploma or high school equivalency (GED) **-OR-** ☐ If the member has not earned a diploma or high school equivalency, the member signed a statement affirming that s/he has not dropped out of elementary or secondary school to enroll as an AmeriCorps participant, and will obtain a high school diploma or equivalency before using the education award				
14. **Orientation Checklist & Verification form** (must include: Member Signature and Date)				

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Member File Documentation	Yes	No	N/A	Comments
15. Member Position Description	✓			In Member Service Agreement
16. Publicity Release form ☐ Signed and Dated				
17. Evidence of providing GED opportunity (if applicable) [§2522.100(k)(2)]	✓			Corpsmembers who do not have their high school diploma are required to attend 10 hours of charter school classes per week
18. Documentation of health care enrollment or a waiver			✓	N/A for all EAP
19. Documentation of child care enrollment			✓	N/A for all EAP
20. Program Suspension Form (Suspensions and reinstatements must be entered into the Portal within 30 days)				
21. Change of Term Form (if applicable)			✓	
22. Mid-term performance review (required for all members)				
23. End of term performance review — You MUST complete a final evaluation even if the member leaves the program early and does not earn award.				
24. Partial Award / Documentation of Compelling Personal Circumstances form (if applicable) ☐ Pro- rated education award is documented by compelling personal circumstances that falls within the parameters identified in the AmeriCorps Regulations for the relevant program year ☐ Appropriate supporting documentation included in file ☐ Must obtain CCC HQ approval before granting a member a partial award.				
25. A*C End of Term/Exit Form signed/dated on or after end date ☐ Was the form approved in eGrants within 30 days? **Required** ☐ If no, _____ days. Why?:_____ ☐ Is the status on the exit form concurrent with member records in the file? ☐ Do the enrollment form and exit form for each individual reflect the same term of service? ☐ Are the total number of hours the member served consistent on the Exit Form, Final Evaluation, Timesheets and Tracker, and entered into eGrants? ☐ Member signature and date ☐ Program staff signature and date				
26. Complete, up-to-date **time sheets** signed and dated by member and designated staff (noting ½ hr lunch not counted towards award) ☐ Match eGrants & exit form ☐ Include Service hours ☐ Include Training hours ☐ Tracked using Excel tracker tool ☐ Member signature and date ☐ Supervisor signature and date				
27. Timesheet hours and end date match the total number of hours certified on the exit form.				
28. All documents relating to Performance Measure Outcomes (if applicable(e.g.. employer letter, pay stub or other verification if member leaves early for meaningful employment or gets it within 1 year of end of A*C term	✓			Included in Partial Award/Documentation of Compelling Circumstances form

NOTE: Y**ou must have complete files for each member at all times.** You must be prepared to present these files to Corps Network and CCC HQ staff on site visits and to any CNCS Auditor/Site Visitor should the need arise.

These files must be kept for **at least three years** after the close of the three year grant period. See "Retention of Records Policy" in your Manual.
 It is a good idea to retain these files for seven [7] years following the member exit date to be on the safe side.